



FY19 Performance-Based Pay Timeline
MLS, PLS and GSS Longevity Employees

The Montgomery County Government (MCG) Performance Management process allows department directors to award compensation adjustments to Management Leadership Service (MLS) employees, Police Leadership Services (PLS) employees and General Salary Schedule (GSS) who have met the eligibility requirements for performance-based pay, as stated by the Montgomery County Government Personnel Regulations (MCPR).

The award must be paid effective the beginning of the first pay period of the new fiscal year, if approved by the County Executive and the County Council in the FY2020 budget. To ensure that eligible MLS, PLS and GSS Longevity employees receive compensation adjustments on time, the following actions must be completed no later than **May 10, 2019**.

	Completed	Deadline	Action	Role
Phase 2: MONITOR	<input type="checkbox"/>	Jan. 31, 2019	<ul style="list-style-type: none">Schedule, conduct and document progress discussions with employees.Route a copy of the progress discussion document to employee.	Supervisor
	<input type="checkbox"/>	Jan. 31, 2019	Review progress discussion documentation, enter comments and route progress discussion document to supervisor.	Employee
	<input type="checkbox"/>	Ongoing	<ul style="list-style-type: none">Provide and/or solicit feedback from your supervisor on your performance.Discuss training and career development opportunities with your supervisor.	Employee
	<input type="checkbox"/>	Ongoing	<ul style="list-style-type: none">Conduct frequent performance coaching sessions with employees.Guide and encourage employee's career development.	Supervisor
Phase 3: EVALUATE	<input type="checkbox"/>	March 29, 2019	<ul style="list-style-type: none">Enter FY19 ratings and comments (except overall rating and comments) on Oracle WPM performance plans.Print hard copy of the evaluation.Enter overall rating and comments on the hard copy.Share the hard copy with reviewing official.	Supervisor
	<input type="checkbox"/>	April 5, 2019	<ul style="list-style-type: none">Review hard copy of employee's performance evaluations.Make recommendations to supervisor.	Reviewing Official
	<input type="checkbox"/>	April 15, 2019	<ul style="list-style-type: none">Make edits and enter overall rating and comments on Oracle WPM performance evaluations.Schedule performance evaluation meeting and meet with employees to conduct performance evaluation discussions (using a hard copy of the evaluation).Route performance evaluation to employee in Oracle WPM for final overall rating comments.	Supervisor
	<input type="checkbox"/>	April 30, 2019	<ul style="list-style-type: none">Enter final overall rating comments (optional) on performance evaluation in WPM.Route performance evaluation in Oracle WPM to supervisor.	Employee
	<input type="checkbox"/>	May 3, 2019	Submit performance evaluations to reviewing official in Oracle WPM.	Supervisor
	<input type="checkbox"/>	May 6, 2019	<ul style="list-style-type: none">Generate Appraisal Status Monitor reports.Share appraisal statuses as needed.	HR Liaison
	<input type="checkbox"/>	May 6, 2019	Work with supervisors, reviewing officials and employees to ensure performance evaluations are completed in Oracle WPM.	HR Liaison
	<input type="checkbox"/>	May 10, 2019	Approve performance evaluations in Oracle WPM. NOTE: Performance plans/evaluations are completed when reviewing official approves them.	Reviewing Official
	<input type="checkbox"/>	June 28, 2019	Ensure that supervisors provide you with hard copies of their own and their direct reports completed appraisals for recordkeeping.	HR Liaison

WPM Tools and Resources

Visit **Performance Management Resources** and **WPM System Training Materials** for available online resources including policies and procedures, forms and guidelines.

Questions

Your department HR Liaison is your first point of contact for performance management questions.

If you have additional questions, please contact the Performance Management team at **performance.matters@montgomerycountymd.gov**.